

# TANF Grant Orientation/Refresher



**DEPARTMENT OF WORKFORCE  
SERVICES**

**DECEMBER 8, 2015**



**Department of Workforce Services**

# Who's Who



- Sisifo Taatiti – TANF Program Manager
- Jolene Hill – TANF Contract Analyst
- Sarah Lu – TANF Contract Analyst
  
- Debbie Lyberger– Finance
- Kayl Smith – Auditor
- Chris Boyadjian – Auditor

# Overview



- TANF is a Federal Block Grant awarded to states to implement innovative strategies and approaches to remove families from a cycle of dependency on public assistance and into work
- Serves families with dependent children under 18 living in the home
- Services may be provided through contractual agreements with community partners

# Four Purposes of TANF



1. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives
2. End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage
3. Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies
4. Encourage the formation and maintenance of two-parent families

\*Purposes 1 and 2 require income eligibility determination.

# TANF Contractor Website



**[HTTP://JOBS.UTAH.GOV/SERVICES/TEVS/TANFCONTRACT.HTML](http://JOBS.UTAH.GOV/SERVICES/TEVS/TANFCONTRACT.HTML)**

# Internet



- **TANF Contractor Website**

- All required Forms
- Reporting
- Eligibility Information
- Funding Map

<http://jobs.utah.gov/services/tevs/tanfcontract.html>

# Contract





## GRANT AGREEMENT

CONTRACT  
NUMBER

### Temporary Assistance for Needy Families (TANF) Grant Family Preservation

This Grant Agreement is entered into by and between the **Utah Department of Workforce Services**, 140 East 300 South, Salt Lake City, UT 84111, hereinafter referred to as the **Department or DWS** and the **ORG, ADDRESS**, hereinafter referred to as the **Grantee, Contractor or ORG**.

Vendor Number: Insert Vendor # Commodity Code: 99999

Contractor Type: Insert LLC, Non-Profit etc.

Grantee Program Name: Program Name Here: e.g. "YMCA Aim High for High School"

Funding Source: Temporary Assistance for Needy Families (TANF), CFDA#93.558

#### PURPOSE

The purpose of this agreement is for the **Grantee** to provide Family preservation services according to Attachment K- Proposal. Family preservation may include short term, family-focused services designed to assist families in crisis by improving parenting and family functioning while keeping children safe.

These services support TANF Purposes 1 and 2:

- Purpose 1: Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.
- Purpose 2: Reduce the dependency of needy parents by promoting job preparation, work, and marriage.

#### PERIOD OF PERFORMANCE

This Agreement shall be effective **November 1, 2014** through **October 31, 2017 and cannot be renewed**. This Agreement shall remain in effect unless terminated sooner in accordance with the terms and conditions herein.

#### CONTRACT COSTS

The **Grantee** shall be paid a maximum per year according to the attached budget for THREE years for a total contract maximum of \$Contract Amount for costs authorized under this Agreement, based on funding availability and/or Grantee performance. All expenditures and activities must be in accordance with all attachments herein and must occur within the grant period. Funding may not be used for purposes contrary to applicable federal, state, and local laws.

#### RATIFICATION

It is understood and agreed that the effective date of this Agreement is the date of commencement of services as provided in the Period of Performance paragraph above, and that any and all appropriate costs within budget incurred by the Grantee between said effective date and the date on which this Agreement is fully executed are hereby approved and ratified for payment.

#### STATE FISCAL YEAR BILLING DEADLINE

DWS must receive billing for services for the month of June no later than July 15<sup>th</sup>, due to the DWS fiscal year end. Billings submitted after this date may be denied.



**ATTACHMENTS**

Attachment A: Grant Terms and Conditions  
Attachment B: Scope of Work  
Attachment C: Allowable Costs  
Attachment D: Non-Disclosure Agreement  
Attachment E: Code of Conduct  
Attachment F: Background Check Agreement  
Attachment G: DWS Insurance Requirement  
Attachment H: Financial Reporting  
Attachment I: Budget Detail Form  
Attachment J: Proposal  
Attachment K: TANF Grant Outcomes -  
Attachment L: Form 300

**CONTACTS**

DWS	Grantee
Your Analyst	CONTACT INFO

**SIGNATURE AND ACKNOWLEDGEMENT**

By signing below, the following officials acknowledge that they understand and agree to all of the terms and responsibilities set forth herein and cause this Agreement to be executed.

ATTEST: **GRANTEE NAME HERE**

\_\_\_\_\_  
Signature Date

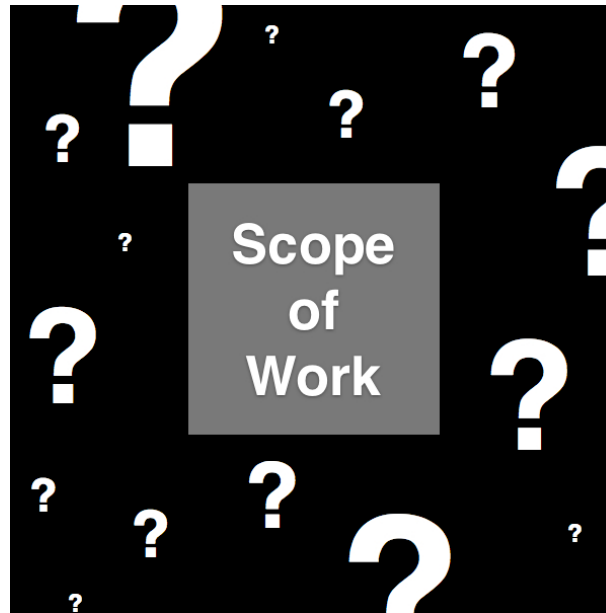
\_\_\_\_\_  
Print Name and Title

ATTEST: **UTAH DEPARTMENT OF WORKFORCE SERVICES**

\_\_\_\_\_  
Jon Pierpont, Executive Director Date

\_\_\_\_\_  
**STATE OF UTAH DIVISION OF FINANCE**

# Scope of Work



# Funding Period



- November 1, 2014-October 31, 2017



# Proposal & Budget



- Provide awarded service outlined in *Attachment K: Proposal*.
- Adhere to the DWS approved budget set forth in *Attachment J: Budget*.



# Eligibility



- Purpose 1 and 2 require eligibility
- Purpose 3 and 4 focus on low-income, high-risk populations



# Scope of Work (cont.)



- Ensure the grant administrator and fiscal manager attend an in-person grant orientation in Salt Lake City.
- Provide an annual report in November to include outcomes, program overview, and progress.
  - Annual Report: November 30, 2016



# Scope of Work – Outcomes



- Provide outcome measurement as specified in the RFGA proposal and *Attachment L: TANF Grant Outcomes– Awarded Service*.
  - Utilize the data collection tool provided by DWS.
    - Request technical assistance from DWS on use of the data collection tool as needed.



## Scope of Work (cont.)



- Collaborate with local DWS offices on services available to customers.
- Submit requests for expense reimbursement a minimum of twice per contract year and no more than quarterly unless otherwise pre-approved by DWS.



# Scope of Work (cont.)



- Provide program administration and shall not subcontract with another entity for administration of the program. This includes, but is not limited to:
  - operating as the DWS grant contact
  - staffing and recruitment
  - program structure and development
  - acting as the fiscal agent and maintaining fiscal responsibility

# Attachments



- Comply with all terms, conditions and attachments set forth herein including, but not limited to:
  - Attachment A: Grant Terms and Conditions
  - Attachment B: Scope of Work
  - Attachment C: Allowable Costs
  - Attachment D: Non-Disclosure Agreement
  - Attachment E: Code of Conduct
  - Attachment F: Background Check Agreement
  - Attachment G: DWS Insurance Requirement
  - Attachment H: Financial Reporting
  - Attachment I: Budget Detail Form
  - Attachment J: Proposal
  - Attachment K: TANF Grant Outcomes—Awarded Service
  - Attachment L: Form 300



# Measurements and Outcomes

- Individual program outcomes
- DWS required outcomes
  - per service



# FINANCE REQUIREMENTS



# Invoice and Documentation



- Allocations of Shared Expenses
- Allowable Expense – Attachment C
- Finance Webinar – Recording  
available online



# Fiscal Review

- DWS Auditors
  - Kayl Smith
  - Chris Boyadjian



# Contract Monitoring



# Contract Monitoring/Documentation



- Program Monitoring (Contract Analyst)

- Annual Program Monitoring
- Employee File
- Case File



# Attachments



# Attachments



- Grant Terms and Conditions (T&Cs)
- Non-Disclosure Agreement
- Code of Conduct
- Background Check
- Insurance



# Questions



## Contact Information

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<b>Jolene Hill</b> <b>TANF Contract Analyst</b> <a href="mailto:johill@Utah.gov">johill@Utah.gov</a> <b>385-212-4575</b>	